

COLORADO NATIONAL GUARD HUMAN RESOURCES OFFICE

Application Checklist

REQUIRED: You must complete and submit the following with your job packet. Initial each line to validate your information.

Your Initials	Required Information	Your Response
	Announcement number and title of the position for which you are applying	
	Your last name, first name, middle initial	
	Your military rank / grade	
	Your Social Security Number	
	Your Date of Birth	
	Your phone number(s)	Day: Evening:
	Your work phone number	
	Your email address (.mil or .com)	
	Your unit of assignment (indicate National Guard, Reserve, Active Duty and current unit)	
	All MOS's / AFSC's	
	Have you attached the <u>REQUIRED</u> documents to your application	Current resume, OF 306 and a specialized experience narrative
	Are you substituting education for experience? (circle one)	Yes / No
	College transcripts? (circle one, required if substituting education for experience)	Included / Not Included
	Are you currently a TEMP, INDEF or PERM employee in the CONG (indicate which choice)?	Yes / No Type:
OFFICE USE BELOW ONLY		
	HRO Use Only	Staff name:
		Staff signature:
		Received at WEB: Yes / No

Scan and upload a completed copy of this form to the miscellaneous section on USAJobs.gov with the rest of your required documents.

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